

## Chapter 21

# **Public Libraries** **General Retention Financial Schedule**

All public libraries in Indiana must follow the same general retention financial schedule.

**Any records not on the approved list cannot be destroyed without the permission of the County Commission on Public Records and the Indiana State Archives, Indiana Commission on Public Records.**

Included in this chapter is a printout of Chapter 6 of the State Board of Accounts Library Manual, pages 5 through 12 with an explanation of the preservation and destruction of public records, as well as the actual retention schedule. Each of the two links on this page lead to the SBOA Library Manual, as well.

State Board of Accounts Library Manual

<http://www.in.gov/sboa/2802.htm>

Retention and Financial schedule Chapter 6

<http://www.in.gov/sboa/files/Libra06.pdf>